



Family Christian Academy Preschool

"Building Foundations for Faith and Learning"

MEDICATION POLICY

No medication or special medical procedure shall be administered to a child unless **authorized in writing by the parent/guardian**. If medication is only to be administered once or twice a day, the medicine needs to be administered at home.

Prescription and Non-prescription Medication

For prescription medication to be administered at the center, the center shall maintain the original pharmacy container with the complete pharmacy label. Medication must be in its original container, shall not have an expired date, and shall be clearly labeled with the name of the child to ensure that medication is for individual use only. **The Medication Authorization form must be completed, signed, and submitted to the Preschool office.**

For non-prescription medication to be administered, the center shall maintain the original bottle packing for the medicine or a printed document from the manufacturer's website, which shall include the drug name and strength and clear directions for use. Medication must be in its original container, shall not have an expired date, and shall be clearly labeled with the name of the child to ensure that medication is for individual use only. **The Medication Authorization form must be completed, signed, and submitted to the Preschool office.**

If a non-prescription medication label reads "consult a physician," written authorization from a licensed health care provider **is required** for the child to take the medicine.

"As Needed" Medication

Authorization for "as needed" prescription and non-prescription medication shall be updated as necessary or at least every six months by the parent, and shall include circumstances for administering "as needed" medication and any applicable special instructions. As needed medications require completion of the **As Needed Medication Authorization** form.

Topical Ointments/Sprays/Creams

The center shall not apply topical ointments, sprays or creams without a written authorization (**Topical Products Authorization**) signed and dated by the parent.

Parent Administering Medication

When a parent administers medication to his/her own child on center premises, the medication administration record shall be documented by the parent on the **Parent Administering Medication** form.

Emergency Medications

Children who require emergency medications, such as an EpiPen or Benadryl, must have an **Emergency Medication Authorization** on file. This authorization shall be updated as changes occur or at least every six months.